HOW TO COMPLETE THE RENEWAL APPLICATION FOR SEAWEED PRODUCERS (AQSW)
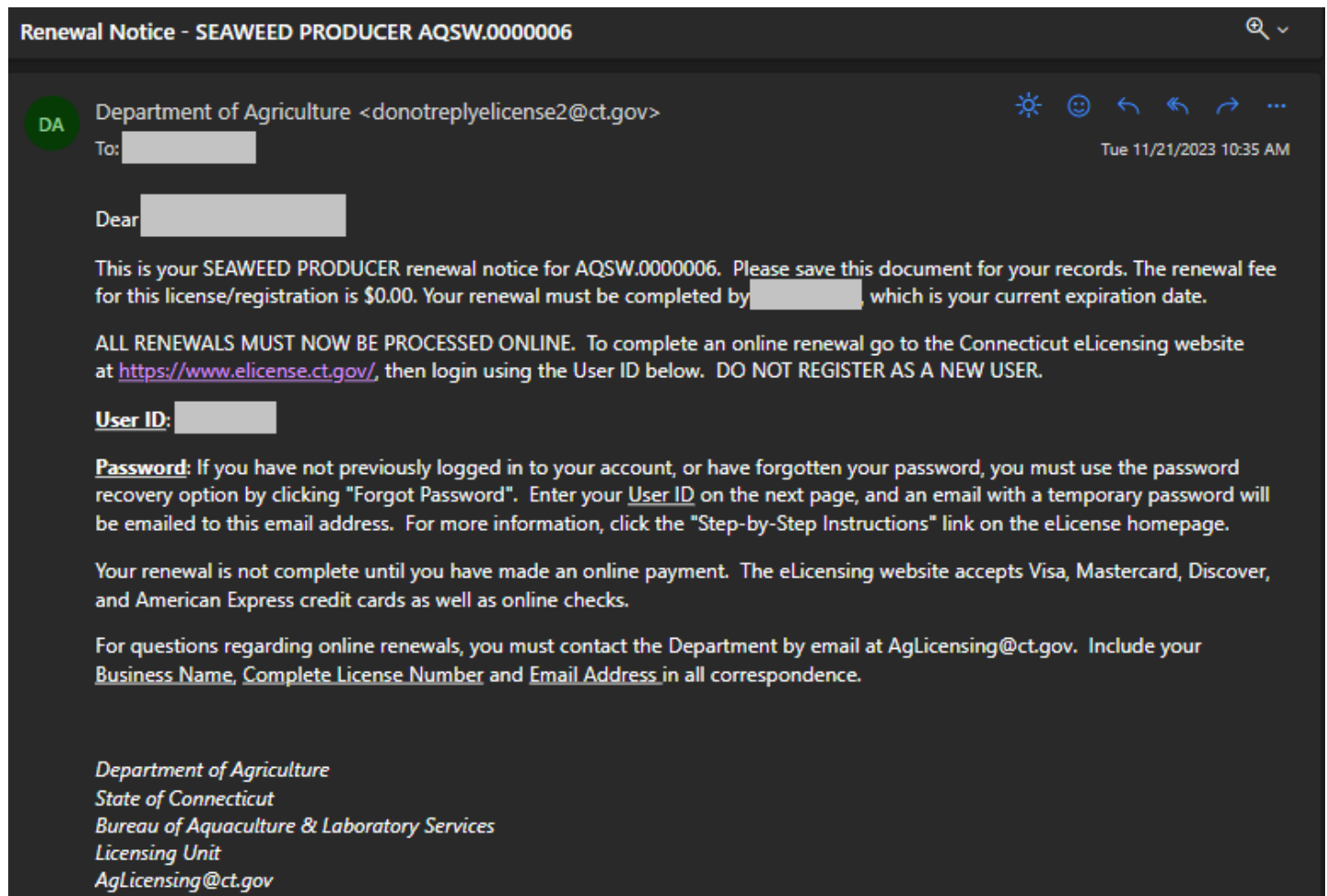
Department of Agriculture, Bureau of Aquaculture

This user guide is specifically for renewal applications. Companies that are applying for a seaweed producer license for the first time should follow this user guide: https://portal.ct.gov/-/media/DOAG/Aquaculture/Aquaculture-permitting-and-guidance/Aquaculture-Seaweed-Producer---User-Guide.pdf.

NOVEMBER 28, 2023

When it is time to renew your license, you will receive an email notifying that you can submit your renewal application:

Renewal Notice - SEAWEED PRODUCER AQSW.0000006

DA Department of Agriculture <donotreplyelicense2@ct.gov>
To: ▓▓▓▓▓▓

Tue 11/21/2023 10:35 AM

Dear ▓▓▓▓▓▓▓▓▓

This is your SEAWEED PRODUCER renewal notice for AQSW.0000006. Please save this document for your records. The renewal fee for this license/registration is $0.00. Your renewal must be completed by ▓▓▓▓▓▓, which is your current expiration date.

ALL RENEWALS MUST NOW BE PROCESSED ONLINE. To complete an online renewal go to the Connecticut eLicensing website at https://www.elicense.ct.gov/, then login using the User ID below. DO NOT REGISTER AS A NEW USER.

User ID: ▓▓▓▓

Password: If you have not previously logged in to your account, or have forgotten your password, you must use the password recovery option by clicking "Forgot Password". Enter your User ID on the next page, and an email with a temporary password will be emailed to this email address. For more information, click the "Step-by-Step Instructions" link on the eLicense homepage.

Your renewal is not complete until you have made an online payment. The eLicensing website accepts Visa, Mastercard, Discover, and American Express credit cards as well as online checks.

For questions regarding online renewals, you must contact the Department by email at AgLicensing@ct.gov. Include your Business Name, Complete License Number and Email Address in all correspondence.

Department of Agriculture
State of Connecticut
Bureau of Aquaculture & Laboratory Services
Licensing Unit
AgLicensing@ct.gov

Use the hyperlink in the renewal email you received, or type www.elicense.ct.gov on the command line of your browser.

Login with your User ID and password.

If you do not remember your User ID and/or password, click the "Forgot Password? Forgot User ID?" function. The DA/BA can also assist with login assistance if issues persist.

DO NOT REGISTER AS A NEW USER.

After logging in, click the "RENEWAL" link in the highlighted sentence on the home screen.

If you see this message preventing you from completing the renewal application, please contact Agri.Aquaculture@ct.gov for assistance.

You should see this screen to start the renewal process:

Click "Start" for the AQSW (Seaweed Producer license)

FISH PRODUCER #1	Logout		$0.00 Checkout

Ct.gov | STATE OF CONNECTICUT

HOME   MY ACCOUNT   ONLINE SERVICES ▾

Renew a License

Please select which license you wish to renew from the following list.

Renewal   ⌃

	Completed	License	.	Note
Start		AQSW.0000006		

Click "start"

Update/confirm your contact information and click "next."

License For AQSW.0000006   □ ⊗

AGR - AQ - Ownership Info - SW - Renewal

AGR - AQ - Ownership Info - SW - Renewal

Fields marked with an asterisk * are required.

Please review the business owner on file.

1. Review the ownership type on file and edit if necessary:

- select one -   ⌄

2. Review the name of the business' principal officer (or sole proprietor), and edit if necessary. List only one name.

3. Is the above listed owner information correct?

*   ○ Yes   ○ No

Previous   Next   Close and Save

Click "next"

4

If you did not change the type of ownership, the type you previously entered will appear on the next section of the renewal application.

If you do not have a DHHS/FDA Food Facility Registration Number, enter "NA."

Click "next"

Select "yes" or "no" for Aquaculture Land Facility.

Click "next"

If you select yes, you will have an additional screen to complete:

License For AQSW.0000006 □ ✖

AQSW - Land Facility Info

AGR - AQ - Ownership Info - SW - Renewal

AQSW - Facility Info

AQSW - Land Facility

AQSW - Land Facility Info

Fields marked with an asterisk * are required.

7. Location of aquaculture land facility:

* [   ]

8. Detailed Facility Diagram/Plan/Schematic (for land-based facilities) (File must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

[Choose File] No file chosen

* File types accepted: pdf

[Upload Document]

You must choose your pdf file to upload and then separately click "upload document."

[Previous] [Next]   [Close and Save]

Click "next"

The seaweed information you entered last year will be autopopulated. Please update the information, as applicable.

License For AQSW.0000006 □ ✖

AQSW - Seaweed Information - 1

AGR - AQ - Ownership Info - SW - Renewal

AQSW - Facility Info

AQSW - Land Facility

AQSW - Land Facility Info

AQSW - Seaweed Information - 1

Fields marked with an asterisk * are required.

9. Type of Seaweed:

* [Sugar Kelp ▾]

10. Location - City/Town:

* [Milford, CT]

11. Lot/Lease Number:

* [466]

12. Grow out Method - Number of Lines:

* [1]

[Previous] [Next]   [Close and Save]

Click "next"

At the bottom of the screen, you will have the option to add more seaweed information (for the same species in a different location or for a different species). Select "yes" or "no."

License For AQSW.0000006   □ ⊗

AGR - AQ - Ownership Info - SW - Renewal	* [1] **13. Grow out Method - Length of Lines (in feet):** * [100] **14. Army Corp. #** * [1234] **15. Deployment Date of Gear** * [Nov 1 - May 31 ▾] **16. More Seaweed Info to report:** * ☐ Yes ☑ No
AQSW - Facility Info	
AQSW - Land Facility	
AQSW - Land Facility Info	
AQSW - Seaweed Information - 1	

[Previous] [Next]   [Close and Save]

Click "next"

Enter your fertilizer information. If you do not use fertilizer, enter "NA."

License For AQSW.0000006   □ ⊗

AQSW - Fertilizer Type and Ingredients

Fields marked with an asterisk * are required.

32. Fertilizer/Type and Ingredients:
* [   ]

33. Source (Company and Location)
* [   ]

AGR - AQ - Ownership Info - SW - Renewal	
AQSW - Facility Info	
AQSW - Land Facility	
AQSW - Land Facility Info	
AQSW - Seaweed Information - 1	
AQSW - Fertilizer Type and Ingredients	

[Previous] [Next]   [Close and Save]

Click "next"

The information for seaweed seed you entered last year will be autopopulated. Update, as necessary.

Click "next"

Select "yes" or "no" for chemical additives/therapeutants/pharmaceuticals.

Click "next"

If you select "yes," you will be directed to this additional page to type in all chemicals, therapeutants, and pharmaceuticals used to produce your seaweed.

License For AQSW.0000006

Seaweed Information - 1

AQSW - Fertilizer Type and Ingredients

AQSW - Importation of Seaweed

AQSW - Chemical Additives Therapeutants Pharmaceuticals

AQSW - Chemical Additives Therapeutants Pharmaceuticals Names

AQSW - Chemical Additives Therapeutants Pharmaceuticals Names

Fields marked with an asterisk * are required.

39. List Names:

*

Previous   Next   Close and Save

Click "next"

Type all water treatment processes here. If none, enter "NA."

License For AQSW.0000006

AQSW - Fertilizer Type and Ingredients

AQSW - Importation of Seaweed

AQSW - Chemical Additives Therapeutants Pharmaceuticals

AQSW - Chemical Additives Therapeutants Pharmaceuticals Names

AQSW - Type of Water Treatment

AQSW - Type of Water Treatment

Fields marked with an asterisk * are required.

40. Type of Water Treatment (physical/chemical) describe:

*

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Click "next"

Select all types of seaweed you intend to sell (blanched, dried, frozen and/or raw), and type in the processing location.

License For AQSW.0000006

Sidebar	
AQSW - Importation of Seaweed	
AQSW - Chemical Additives Therapeutants Pharmaceuticals	
AQSW - Chemical Additives Therapeutants Pharmaceuticals Names	
AQSW - Type of Water Treatment	
AQSW - Product/Crop Disposition	

AQSW - Product/Crop Disposition

Fields marked with an asterisk * are required.

41. Product/Crop Disposition:

* ☐ Blanched ☐ Dried ☐ Frozen ☐ Raw

42. Location of Processing (describe):

* [   ]

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Click "next"

If you select any type of processed seaweed, you will be directed to an additional screen about additional public health requirements. Select "yes" or "no" to have you obtains a license from DCP?

License For AQSW.0000006

Sidebar	
AQSW - Importation of Seaweed	
AQSW - Chemical Additives Therapeutants Pharmaceuticals	
AQSW - Chemical Additives Therapeutants Pharmaceuticals Names	
AQSW - Type of Water Treatment	
AQSW - Product/Crop Disposition	

AQSW - DCP - License

Fields marked with an asterisk * are required.

43. Any producer intending to process seaweed (e.g. freeze, dry, blanch) must have the appropriate license from the Bureau of Aquaculture, complete the required facility inspections, and comply with Consumer Protection standards (contact the Connecticut Food and Standards Division at dcp.foodandstandards@ct.gov), prior to processing seaweed. Have you obtained a license from DCP?

* ☐ Yes ☐ No

Previous   Next   Close and Save

Click "next"

Select "private well" or "public water supply."

License For AQSW.0000006

AQSW - Water Source to be Used for Processing/Washing

AQSW - Importation of Seaweed

AQSW - Chemical Additives Therapeutants Pharmaceuticals

AQSW - Chemical Additives Therapeutants Pharmaceuticals Names

AQSW - Type of Water Treatment

AQSW - Product/Crop Disposition

Fields marked with an asterisk * are required.

44. Water Source to be Used for Processing/Washing:

* ☐ Private Well ☐ Public Water Supply

Previous Next

Close and Save

Click "next"

If you select "private well," you will be redirected to an additional screen to upload well water test results.

License For AQSW.0000006

AQSW - Private Well - Upload form

AQSW - Importation of Seaweed

AQSW - Chemical Additives Therapeutants Pharmaceuticals

AQSW - Chemical Additives Therapeutants Pharmaceuticals Names

AQSW - Type of Water Treatment

AQSW - Product/Crop Disposition

Fields marked with an asterisk * are required.

45. Upload Well water test results (must be tested twice yearly-does not apply to public water supply): (File must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

Choose File No file chosen

* File types accepted: pdf

Upload Document

You must choose your pdf file to upload and then separately click "upload document."

Previous Next

Close and Save

Click "next"

Select all applicable sale types. You will be redirected to enter sale information for each type you choose.

License For AQSW.0000006	☐ ✖

AQSW - Product - Crop Use

Fields marked with an asterisk * are required.

46. Product/Crop Use:

* ☐ Broker/Agent ☐ Processor ☐ Restaurant ☐ Retail ☐ Wholesale

Sidebar:
- AQSW - Importation of Seaweed
- AQSW - Chemical Additives Therapeutants Pharmaceuticals
- AQSW - Chemical Additives Therapeutants Pharmaceuticals Names
- AQSW - Type of Water Treatment
- AQSW - Product/Crop Disposition

[Previous] [Next]   [Close and Save]

Click "next"

For each type you selected, list all purchasers of the product.

License For AQSW.0000006	☐ ✖

AQSW - Product Use - Retail Purchasers

Fields marked with an asterisk * are required.

Product Use - Retail Purchasers

50. Please List ALL Purchasers of Product (Include City and State):

* [   ]

Sidebar:
- AQSW - Importation of Seaweed
- AQSW - Chemical Additives Therapeutants Pharmaceuticals
- AQSW - Chemical Additives Therapeutants Pharmaceuticals Names
- AQSW - Type of Water Treatment
- AQSW - Product/Crop Disposition

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Click "next"

If there have been any changes to the requested pdf documents for questions 52-58, please upload them here. The document upload is only required for question 52, as all other documents were already provided in the original application.

Complete the Attestation and click "next."

When you select next, you will have the opportunity to review the application. Confirm that all of the information you entered is correct. Click "finish."

Your application is now complete and has been submitted to DA/BA for review.